

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Nurse Consultant**

**Class Code: 51030**

---

### **A. Purpose:**

Determines medical eligibility and level of care for Title XIX recipients and conducts on-site reviews of facilities to determine if they are complying with Title XIX regulations and providing quality care.

### **B. Distinguishing Feature:**

Nurse Consultant determines medical eligibility and the level of care for Title XIX recipients. A caseworker determines the financial eligibility. An incumbent who evaluates medical eligibility and level of care must be a registered nurse. A registered nurse provides direct nursing care to students, inmates, or patients on a college campus or a charities and corrections institution.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions that may be found in positions of this class.)*

1. Conducts on-site reviews of facilities receiving Title XIX benefits to evaluate the care provided, the level of care and placement of the residents, and the facilities' compliance with state and federal regulations.
  - a. Provides input to the medical review team on the level of care determination made on new applicants.
  - b. Reviews and updates current level of care for residents, and approval or rejection of applicants for programs.
  - c. Attends meeting with resident's family to discuss complaints or concerns about eligibility.
  - d. Interprets information on Title XIX policies as they relate to medical services.
2. Evaluates residents discharge plans to ensure their compliance with established procedures.
3. Writes reports on review findings to document information and recommend improvement of deficiencies.
4. Attends fair hearings to defend eligibility determination regarding Title XIX applicants or recipients.
5. Performs other work as assigned.

### **D. Reporting Relationships:**

Typically no subordinates report to this position.

### **E. Challenges and Problems:**

Challenged include evaluating the medical and nursing programs of care for each resident receiving Title XIX funding in a nursing home or an adjustment training center; applying state and federal regulations to individual clients and the clients' unique problems and needs to determine

if the level of care required for each client is being implemented by the facility. If a client appeals a level-of-care decision, the Nurse Consultant testifies at a fair hearing proceeding as to the nursing services required for the client.

Typical problems include determining the quality of nursing services needed and being received by a resident; recommendations for upgrading client services; facilities that are not certified in accordance with federal regulations; and discharge plans for clients that are incomplete and not timely.

#### **F. Decision-making Authority:**

Decisions include the level of care needed by clients after a review of medical, nursing, and social needs; the medical eligibility for the Renal Disease Program; medical eligibility for the incapacity program; scheduling of on-site reviews and medical review team meetings; referral to community services; and if facilities are in compliance with state and federal regulations.

Decisions referred include when the level of care requires moving to another facility; if resident's condition has changed requiring a new or higher level of care; and interpretation of new policies and procedures.

#### **G. Contact with Others:**

Annual contact with all residents in care facilities funded by Title XIX to determine the level and quality of care provided and with administrators of the facilities to provide technical assistance and describe changes in policy.

#### **H. Working Conditions:**

Travels approximately 50% of the time inspecting facilities for Title XIX compliance. The remainder of the time is spent in a typical office environment.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- nursing practices;
- Title XIX regulations prior to distribution to nursing homes;
- periodic attendance at nursing home, residents, and quality of care.

Ability to:

- travel extensively;
- evaluate the level and quality of care provided to Title XIX recipients;
- write reports;
- communicate with health-care professionals and nursing home administrators.

#### **J. Licenses and Certification:**

Licensed to practice as a registered nurse in the State of South Dakota.